

**MAURY COUNTY PUBLIC SCHOOLS
MAURY COUNTY EDUCATION ASSOCIATION**

LICENSED STAFF SICK LEAVE BANK

PURPOSE:

The purpose of the Sick Leave Bank is to provide sick leave to contributors of the bank who have suffered an unplanned personal illness, injury, disability or quarantine and whose personal sick leave or any other applicable paid leave is exhausted.

ADMINISTRATION:

The Sick Leave Bank shall be administered by a committee of Trustees in accordance with the provisions and procedures outlined below.

The Sick Leave Bank shall be administered by five Trustees: two (2) members appointed by the School Board from its membership, two (2) members appointed by the Association from its membership, and the Director of Schools who shall serve as chairperson.

In the event any member is unable to be present at any meeting of the committee, a substitute trustee who meets the criteria of the Committee of Trustees and has been given prior approval by the appropriate body as a substitute trustee may serve for that meeting.

PROVISIONS:

1. All persons employed in the school system who are entitled to sick leave under the provisions of TCA 49-5-710 shall be eligible to participate in the Sick Leave Bank, however a minimum of twenty (20) teachers shall be required to establish a bank.
2. Eligible employees may join the Sick Leave Bank by donating three (3) days. The Committee may assess additional day(s) as they deem advisable. If at any time the number of days in the Sick Leave Bank is less than twenty (20), or one (1) per member if there are more than twenty (20) members, the Committee shall assess each member one (1) or more days of accumulated sick leave. If a member has no accumulated leave at the time of assessment, the first earned day(s) shall be donated as they are accrued by the member.
3. Certified employees may enroll during August, September and October of each year and shall be enrolled without regard to pre-existing conditions of health if they are actively employed (on the job) at the time of contribution. New employees may contribute within the first thirty (30) calendar days after their effective date of employment or at the beginning of the new enrollment period.
4. All donations to the Bank are final and may not be returned to the donor unless the Bank is dissolved.
5. Employees shall receive benefits from the Bank for their contracted period of employment. No benefits shall be paid for those days when an employee would not normally be in pay status.
6. A participant shall not receive any sick leave from the Bank until after having exhausted all accumulated sick leave, personal leave and vacation leave.
7. The form and manner of application for use of leave from the Bank shall be prescribed by the trustees. The trustees shall act either affirmatively or negatively on all applications. Leave grants from the Bank, as approved by the trustees, shall be in units of no more than twenty (20) consecutive duty days for

which the individual applicant would lose pay. Applicants may submit requests for extensions of such leave grants before or after their prior grants expire. The maximum number of days any participant may receive in any fiscal year is sixty (60) days. The maximum number of days any participant may receive as the result of any one or the same illness or accident is ninety (90) days.

8. In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for the use of sick leave days, a family member or agent may file the request.
9. If the trustees determine it necessary, they may require a physician's certificate of condition from any member requesting additional leave. Refusal to comply will result in denial of the pending request for use of sick leave days from the Bank.
10. Grants of sick leave from the Bank need not be repaid by the individual except as all members are uniformly assessed.
11. Grants of sick leave from the Bank shall not be made to any member on account of elective surgery, or illness of any member of the participant's family, or during any period the member is receiving disability benefits from social security, workman's comp., or the state retirement plan.
12. Member of the Sick Leave Bank shall be eligible to make application to the Bank for sick leave only after having been a member of the Bank for thirty (30) calendar days.
13. Members shall lose the right to obtain the benefits of the Sick Leave Bank by the following:
 - a. Resignation or termination of employment.
 - b. Cancellation of participation which is effective on June 30 next.
 - c. Refusal to honor such assessment as may be required by the Committee of Trustees.
 - d. Being on approved leave of absence with the exception of personal illness, disability, injury or quarantine.
 - e. Retirement
14. By written notice to the Committee of Trustees a member may withdraw from Bank participation on any June 30. Membership withdrawal shall result in forfeiture of all days contributed.
15. All records of the Sick Leave Bank shall be kept in or by the office of the school system which handles regular sick leave records. The Trustees shall inform this office of all applications they approve and the amount of additional leave granted the member.

PROCEDURES:

1. Contributions to the Bank must be made on the form prescribed by the Committee of Trustees.
2. Each member must sign an enrollment form stating that he/she is aware of the provisions of the Bank and relieve the Maury County Board of Education and/or the Maury County Education Association from any liability as a result of action by the Committee. One copy of the form will be forwarded to payroll as permanent file copy and one copy will be retained by the Committee.
3. Any recommendation for approval to draw from the Bank must have the support of at least three (3) members of the committee. The decision of the Sick Leave Bank Committee of Trustees shall be final.

4. All requests to draw from the Bank must be made on a Sick Leave Bank Form and submitted to the Committee of Trustees within thirty (30) calendar days of the first date bank usage is requested. In extreme and unusual cases exceptions may be approved.
5. All requests to draw from the Bank must be accompanied by a physician's statement on the approved form confirming the cause of illness or injury and must be signed by the physician. An applicant may be required to undergo, at his/her expense, a medical review by a physician approved by the Committee.
6. Notice will be made to the payroll department only of approved actions. Payroll will take no action in anticipation of the approval during the period for processing and payment will be started on the next regularly scheduled payroll for the individual.
7. The Committee shall maintain the records of all contributions, withdrawals, and the status of the Bank. Records of the Bank will be subject to annual audit as the school system is audited.
8. If a member does not use all days advanced from the Bank, the unused days will be returned to the Bank.
9. All days collectively contributed to the Bank and not used in any fiscal year shall be carried over to the next fiscal year.
10. Application forms for the Bank may be obtained through the Human Resources Department.

Legal References:

TCA §49-5-801 thru 810
TCA §49-5-710